# OCFO BULLETIN

## Now Available
## TRAVEL MANAGER

Travel Manager is now installed on a centralized server maintained by OASAM's ITC. It is available to managers in the National Office for preparing Travel Authorizations, Vouchers, and Local Vouchers. As soon as consultations are completed with bargaining unit representatives, access to the centralized server will be available to Agencies and employees throughout DOL. For some Agencies and employees technical requirements for connectivity will also need to be addressed.

To assist Agencies and users, OCFO has completed a **Document Preparation Users Guide**. This guide will serve as a training tool or a self-study training/reference document for end users.

**In addition:**

Travel Manager offers an Electronic Processing Module. This module enables electronic signaturing, routing, auditing, and budget control within Travel Manager.

The electronic processing capabilities of Travel Manager are being tested by the San Francisco Regional Office. Once testing is complete and bargaining unit consultation completed other Agencies/Regions will be offered the opportunity to participate in using the full range of Travel Manager processing attributes. Licensing to use the Electronic Processing module is required.

To assist Agencies in using Electronic Processing, OCFO has prepared several guides (draft) that will provide user-friendly training and system documentation. They are:

**Electronic Travel Document Processing - Training and Reference Guide.**

**Electronic Travel Document Processing - Table Setting Guide.**

**Electronic Travel Document Processing - Travel Manager Administrator's Responsibilities Guide.**

**Electronic Travel Document Processing - Signaturing, Routing, Audit, Budget
                                        "Cookbook" Reference Guide.**

For more information on Travel Manager System access and training and reference guides, please contact Paul Becker at (202) 219-6891, ext. 114.

# EVENTS CALENDAR

DOLAR$

04/27/98          April WCF cycle will be run.

IPS

04/30/98          PAS will be implemented Department-wide.

PAPERLESS ATA

04/16/98          End user portion of Windows ATA Version 2.1 (paperless) will be implemented in
                  OCFO, ITC, OB, and the PeoplePower 2000 Team for pay period 9.

04/16/98          Parallel testing of electronic submission of SC&E data to the IPS will begin.

REGIONAL TELECONFERENCE SCHEDULE

| Date | Day | Time |
|------|-----|------|
| 05/07/98 | Thursday | 2:00 p.m. |

# OPERATIONS, DEVELOPMENTS, AND EVENTS

1.   Personnel Updates.  We are pleased to announce that Secretary Herman has approved a term
     appointment for Brenda Kyle to the position of Deputy CFO, effective March 29.

     Ted Kontek has been selected as one of the first CFO Fellows, a new and prestigious professional
     development program sponsored by the CFO Council.  Ted will serve a one-year assignment at the
     Environmental Protection Agency, beginning April 27.

     As part of the same program, Kenneth Bresnahan has selected Willa Green, an employee of the
     Department of Agriculture, to work in OCFO for the same one-year term, beginning April 27.

     Webster Coleman and June Carter, both of the Division of Accounting Operations, have been selected
     for accounting positions in the Division of Financial Statements, where they will add their
     considerable talents to our efforts to support financial reporting excellence throughout the Department.

     We welcome Donna Wyatt who has joined our staff as a Civilian Payroll Technician in the Division of
     Compensation and Benefits (OAPS).  Donna previously worked in ESA's servicing payroll office.

2.   Pay Adjustment System (PAS). Thanks to all who assisted us in parallel testing of the decentralized
     payroll functions during pay periods 6 and 7.  We completed testing of the centralized payroll
     functions during pay period 8.  The PAS will be implemented Department-wide in pay period 10.  It

## OPERATIONS, DEVELOPMENTS, AND EVENTS

will replace  the Pay This Period Adjustment (PTPA) system, and the PTPA will be shut down. **It is important that servicing payroll offices clear all data from the PTPA system by the end of pay period 9**. Servicing payroll offices should continue to submit all Thrift Savings Plan adjustments to the OAPS, attention Reggie Reeder, for processing.

3.     Automated Time and Attendance (ATA) for Windows Version 2.1.  ATA V2.1 is a paperless time and attendance (T&A) reporting system which allows for electronic submission  to the Interactive Payroll System (IPS) of the information that is now reported on the paper Supervisor Certification and Exception Report (SC&E).  Using ATA V2.1, an employee enters his/her T&A data on-line, the timekeepers reviews the data on-line, the supervisor certifies SC&E data on-line, and the servicing payroll office receives SC&E data electronically from the offices it services.  The servicing payroll office may review SC&Es on-line before submitting SC&E data electronically to the IPS for payroll computation.

The end-user (employee, timekeeper, and supervisor) portion of ATA V2.1 will be implemented in the OCFO, ITC, OB, and the PeoplePower 2000 Team in pay period 9.  Parallel testing of electronic submission of SC&E data to the IPS (servicing payroll office function) for these offices will also begin in pay period 9.  We plan to conduct the parallel tests for two pay periods.

Agencies interested in learning more about Windows ATA Version 2.1 should contact Pat Clark at (202) 219-8800, ext. 181.

4.     The April WCF cycle will be run on April 27.  Agency redistributions will be allowed April 28 through 30.  The OASAM servicing finance offices should ensure, as much as possible, that WCF expenditures for April have been recorded in DOLAR$ by April 27.

5.     Regional Transit Subsidy.  Regional finance offices may process employees' April reimbursement requests in the Transit Subsidy System (TSS) through 2:00 p.m. Eastern Time on May 15.  The disbursements will be in the employees' bank accounts no later than May 20.

## DOLAR$ AVAILABILITY SCHEDULE
### April 16 through May 22, 1998

Following are the dates and hours that DOLAR$ will be available from April 16 through May 22, 1998. Any Agency Financial Manager or Regional Financial Officer who requires a change to this schedule should call Brenda Kyle at (202) 219-8314, ext. 166, or Naomi Franklin at (202) 219-6660, ext. 142.

### April 1998

| | | | | | | |
|---|---|---|---|---|---|---|
| Thurs. | Apr. 16 | through | Fri. | Apr. 17 | - | 8:00 a.m. to 8:00 p.m. |
| Sat. | Apr. 18 | through | Sun. | Apr. 19 | - | System Closed |
| Mon. | Apr. 20 | through | Fri. | Apr. 24 | - | 8:00 a.m. to 8:00 p.m. |
| Sat. | Apr. 25 | through | Sun. | Apr. 26 | - | System Closed |
| Mon. | Apr. 27 | through | Thurs. | Apr. 30 | - | 8:00 a.m. to 8:00 p.m. |

### May 1998

| | | | | | | |
|---|---|---|---|---|---|---|
| Fri. | May 1 | | | | - | 8:00 a.m. to 8:00 p.m. |
| Sat. | May 2 | through | Sun. | May 3 | - | System Closed. |
| Mon. | May 4 | through | Fri. | May 8 | - | 8:00 a.m. to 8:00 p.m. |
| Sat. | May 9 | through | Sun. | May 10 | - | System Closed |
| Mon. | May 11 | through | Fri. | May 15 | - | 8:00 a.m. to 8:00 p.m. |
| Sat. | May 16 | through | Sun. | May 17 | - | System Closed |

# FINANCIAL MANAGEMENT TRAINING OPPORTUNITIES

Below are financial management training opportunities being offered by the Center for Applied Financial Management. To read descriptions of the courses, visit the Center's Home Page at the URL below.

http://www.fms.treas.gov/center/course.html

You can reserve a space for a scheduled class using the Internet on the Center's Home Page or you may call the Registrar at (202) 874-9560. You can register by faxing a training authorization form to (202) 874-9629. To register by mail, the address is: Financial Education Department, Registrar, The Center for Applied Financial Management, 1990 K Street NW, 3rd Floor, Washington, DC 20006.

All courses, unless noted otherwise, will be held at the Center's training facility located at 1990 K Street NW, Washington, DC.

## FASAB COURSES

### Survey of Federal Accounting Concepts and Standards
(Basic Provisions and Scope of FASAB Standards No. 1 - 8.)
> April 28-30, 1998
> June 9-11, 1998
> September 15-17, 1998

### Managerial Cost Accounting
> June 16-17, 1998

### The Revenue Standard/Form and Content Statements
(FASAB Standard No. 7)
> May 19-21, 1998
> July 28-30, 1998

### Property, Plant, and Equipment/Stewardship Reporting
(FASAB Standards No. 6 and 8)
> June 22-23, 1998

### Federal Asset and Liability Standards
(FASAB Standards No. 1, No. 3, and No. 5)
> April 20-21
> August 26-27

# FINANCIAL MANAGEMENT TRAINING OPPORTUNITIES

## TREASURY'S CENTER FOR APPLIED FINANCIAL MANAGEMENT

**Accrual World**
March 18-19, 1998
June 25-26, 1998
September 14-15, 1998

**Basic Accounting Concepts**
June 24, 1998
September 28, 1998

**Budget Execution Game**
June 1-2, 1998
August 20-21, 1998

**Certifying Officers: Your Roles and Responsibilities**
June 17, 1998
August 31, 1998

**Dollars and $ense: Making Sense of Treasury's Central Accounting Requirements**
September 17-18, 1998

**Fundamentals of Cash Management**
July 22, 1998
September 16, 1998

**Implications of Federal Appropriations Law**
April 27-28, 1998
July 13-14, 1998
September 22-23, 1998

**Reconciling the Statement of Differences**
May 14, 1998
July 23, 1998

**Standard General Ledger:  (Basic)**
April 22-23, 1998
July 6-7, 1998

**Standard General Ledger: (Advanced)**
June 3-4, 1998
July 9-10, 1998

# FINANCIAL MANAGEMENT TRAINING OPPORTUNITIES

**Standard General Ledger: Upward and Downward Adjustments**
April 24, 1998
July 8, 1998

**SF 224: Statement of Transactions**
May 12-13, 1998
June 16-17, 1998

**Unlocking Key Reports**
May 18-19, 1998
July 20-21, 1998